

Memorandum

To: Sherry Gage, Accounting Coordinator, Fiscal Division

Through: Annette Cusher, Engineer Supervisor, Technical Branch (TB), HWD
Tammie Hynum, Technical Assistance Manager, TB, HWD
Berea Little, Budget Liaison, HWD
Clyde Rhodes, Chief, HWD
Bob Hampton, Grants Analyst, Fiscal Division

From: Clay McDaniel, Technical Branch, HWD

Subject: **Cedar Flow Meter Calibration**

Date: December 22, 2009

Per the Water Division, the flow meter at Cedar Chemical needs to be calibrated to remain in compliance with the NPDES permit during discharge events. Neither ADEQ nor the onsite operator has the expertise to calibrate the flow meter and so the job must be contracted to an outside firm. The City of West Helena uses Instrument and Supply, Inc. out of Hot Springs to calibrate their flow meters. The City is currently in need of a calibration. I contacted Instrument and Supply, Inc. and they will split the mileage and travel time charges between ADEQ and the City of West Helena if their workers perform both calibrations during one trip. Instrument and Supply, Inc. has not scheduled their trip to West Helena pending ADEQ's decision to use their services. The purchase request lists mileage and travel time costs both to and from Cedar in the event that the coordination with the City does not work out.

I have also listed a chart recorder as an additional piece of equipment that may require calibration. Depending on the flow meter itself, there may be another readout that will not require the chart recorder to also be calibrated. Instrument and Supply, Inc. will have to determine whether that is possible when they are onsite.

Please let me know if you have any questions.